

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA) Region 8

TITLE: REGION 8 SUSTAINABLE MATERIALS MANAGEMENT GRANT

ACTION: REQUEST FOR APPLICATIONS (RFA)

FUNDING OPPORTUNITY NUMBER (FON): EPA-R8-2024-SMM

ASSISTANCE LISTING NO.: 66.808

IMPORTANT DATES

09/27/2024 Application Submission Deadline (see Section III.C.2)

10/28/2024 Approximate date for EPA to notify applicants of results

12/31/2024 Approximate date of award

DATES: The closing date and time for the receipt of applications is **September 27, 2024, by 11:59 pm, EASTERN TIME (ET)** to be considered for funding. Applications must be submitted through www.Grants.gov as stated in Section IV of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section IV) on or before the application submission deadline published in Section IV of this announcement. You can contact **Lauren Gregory, gregory.lauren@epa.gov** with any questions about submission. Applicants are responsible for following the Submission instructions in Section IV of this announcement.

SUMMARY: EPA Region 8 (the Region) is soliciting applications that address the national and regional priority of decreasing the environmental impact of materials with a focus on reducing greenhouse gas emissions (GHGs, [EPA Overview of Greenhouse Gases](#)). This funding opportunity is designed to both decrease materials generated (source reduction) and increase the diversion of materials through reuse, recycling, and other strategies.

Currently, there is inadequate infrastructure in the Mountains and Plains Region (EPA Region 8) to support these goals. Applications must directly benefit at least one of the EPA Region 8 States (Colorado, North Dakota, Montana, South Dakota, Utah and Wyoming) or one of the [28 tribal nations in the Region](#).

Applications must address one or more Region 8 activities and describe how the proposed project supports the [EPA Strategic Plan FY 2022-2026](#). Additional information is provided in Section I.B of this announcement. Applications must include a draft work plan. Applications will be given greater weight if they include elements of community-based social marketing. Projects must support sustainable materials management or include considerations and/or incorporation of Life Cycle Assessment (LCA) approaches. Please see Section I.B for complete details.

FUNDING/AWARDS: The total estimated funding for this competitive funding opportunity is approximately \$51,000. EPA Region 8 anticipates funding up to one to two cooperative agreements from this announcement, ranging in value from \$25,000 to \$51,000, contingent upon how many proposals are selected for award (i.e., award one, fund \$51,000; award two, fund each approximately \$25,000). The number of awards will depend on the quality of applications received and fiscal year program funds available. EPA expressly reserves the right to make no awards under this competitive funding opportunity or to adjust the number of awards originally anticipated under this competitive funding opportunity.

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SECTION I. Funding Opportunity Description

A. Background

[Sustainable Materials Management \(SMM\)](#) is a voluntary program of EPA. SMM is a systemic approach to reducing, using, and reusing materials more productively over their entire life cycles to reduce greenhouse gas (GHG) emissions and reduce other impacts on the environment related to the use of natural resources and environmental protection.

The SMM program has many program objectives that serve as the basis for our structuring of grant competitions. This RFA derives its program justification from the [National Recycling Strategy](#) (Recycling Strategy).

In addition to choosing one or more of the Regional activities mentioned on pages 3-4 of this request for applications, applications must link the application to one of the goals in the [EPA's Strategic Plan FY 2022-2026](#).

Applicants are strongly encouraged to read this announcement in its entirety because it provides important information on the goals and priorities of the program, explains statutory program requirements, and offers agency grant policies and procedures.

B. Scope of Work

As noted above in Section I.A, this RFA solicits applications that promote source reduction, reuse, and market development related to SMM. Applications addressing other topic areas will not be reviewed.

There are three specific EPA Region 8 activities that are the focus of this funding opportunity. Applicants must **include at least one of these activities** in their application (described below). These activities may focus on any material within the scope of sustainable materials management and can include (but are not limited to) the built environment, construction and demolition debris, materials commonly collected in materials recovery facilities (MRFs), electronic reuse or recycling, and food.

Applications must address one or more Region 8 activities and describe how the proposed project supports the [EPA Strategic Plan FY 2022-2026](#). These two priority documents/programs are: 1) The [EPA Region 8 Activities](#) (see section B.1 below), and the [EPA Strategic Plan FY 2022-2026](#) (see section B.2 below).

Although not mandatory, applicants may include elements of outreach and messaging that incorporate aspects of community-based social marketing (CBSM) to the maximum extent practicable to reduce audience barriers, increase benefits, and facilitate sustained behavioral change for improved environment. [The Climate Showcase Community Tip Sheets](#) can be useful in this area. **Up to three extra points** will be added for inclusion of evidence-based messaging elements that illustrate effective approaches. Additionally, applicants may find the new, interactive [Model Recycling Toolkit](#) useful when writing this application. This toolkit includes useful examples, tools, case studies, etc. for general sustainable materials management as well as training for [Creating Messages that Drive Behavior Change](#).

Although not mandatory, applicants may include considerations and/or incorporation of Life Cycle Assessment (LCA)/life cycle management approaches. [The EPA SMM – The Road Ahead](#) document can be useful in this area. **Up to three extra points** will be added for inclusion of LCA/life cycle management elements. See Section V.A for evaluation criteria and point allocation.

B.1 EPA Region 8 Activities (your project application must address one or more activities)

Activity 1

Promotion of source reduction – Source reduction, also known as waste prevention, means reducing waste at the source (reducing waste in the first place), and is the most environmentally preferred strategy. It can take many different forms, including reducing consumption, substituting materials, limiting packaging, redesigning products, changing practices, reducing toxicity, equipment or technology modifications, process or procedural modifications, reformulation or redesign of products, substitution of raw materials, improvements in housekeeping, maintenance, training or inventory control, Environmentally Preferred Purchasing, or modifying a production process to produce less waste.

Source reduction can:

- Reduce greenhouse gas emissions that contribute to climate change,
- Save natural resources,
- Conserve energy,
- Reduce pollution,
- Reduce the toxicity of our waste,
- Reduce the environmental impacts of food production and disposal, and
- Save money for consumers and businesses alike.

Activity 2

Promotion of reuse – Reuse involves the recovery or reapplication of salvaged, usable materials or products in a manner that maintains items in their original form. Reuse takes advantage of embodied carbon and energy, resources, and impacts already incurred in the production of original products such as lumber, refillable glass bottles, reusable food storage containers, refurbished wood pallets, and repaired electronics.

Examples of reuse include:

- Repurposing building materials through deconstruction, salvage, or building retrofits;

- Implementing reusable or refillable containers instead of disposable containers;
- Promoting the right and ability to repair consumer goods;
- Establishing tool or equipment libraries to facilitate communal reuse of those items.

Activity 3

Promotion of market development - Increased demand for diverted materials (waste that is recycled, composted, or diverted from disposal) will enhance opportunities for expansion of existing sustainable materials management capacity as well as development of new capacity.

Projects may include:

- Feasibility studies;
- Technology and process evaluations;
- Technical assistance, outreach, and/or training to model or accelerate solutions;
- Outreach workshops;
- Improvements to the collection or quality of materials feedstocks;
- Evaluating or developing solutions to barriers that support source reduction, or reuse of materials;
- Expanding processing capacity (training, improved efficiency); or
- Developing or improving feedstock collection networks.

B.2 Link to EPA's FY 2022-2026 Strategic Plan (your project application must address one or more goals)

[EPA Strategic Plan FY 2022-2026](#). Awards made under this announcement must explain how they support one or more of the Agency's objectives highlighted in the EPA Draft FY 2022 – 2026 Strategic Plan. In your narrative, please cite the specific goal(s) and objective(s) that your proposal will support.

Goal 1: Tackle the Climate Crisis

- Objective 1.1: Reduce Emissions that Cause Climate Change
- Objective 1.2: Accelerate Resilience and Adaptation to Climate Change Impacts
- Objective 1.3: Advance International and Subnational (Regional) Climate Efforts

Goal 2: Take Decisive Action to Advance Environmental Justice and Civil Rights

- Objective 2.1: Promote Environmental Justice and Civil Rights at the Federal, Tribal, State, and Local Levels
- Objective 2.2: Embed Environmental Justice and Civil Rights into EPA's Programs, Policies, and Activities
- Objective 2.3: Strengthen Civil Rights Enforcement in Communities with Environmental Justice Concerns

Goal 3: Enforce Environmental Laws and Ensure Compliance

- Objective 3.1: Hold Environmental Violators and Responsible Parties Accountable
- Objective 3.2: Detect Violations and Promote Compliance

Goal 4: Ensure Clean and Healthy Air for All Communities

- Objective 4.1: Improve Air Quality and Reduce Localized Pollution and Health Impacts
- Objective 4.2: Reduce Exposure to Radiation and Improve Indoor Air

Goal 5: Ensure Clean and Safe Water for All Communities

- Objective 5.1: Ensure Safe Drinking Water and Reliable Water Infrastructure
- Objective 5.2: Protect and Restore Waterbodies and Watersheds

Goal 6: Safeguard and Revitalize Communities

- Objective 6.1: Clean Up and Restore Land for Productive Uses and Healthy Communities
- Objective 6.2: Reduce Waste and Prevent Environmental Contamination
- Objective 6.3: Prepare for and Respond to Environmental Emergencies

Goal 7: Ensure Safety of Chemicals for People and the Environment

- Objective 7.1: Ensure Chemical and Pesticide Safety
- Objective 7.2: Promote Pollution Prevention

C. Anticipated Outcomes and Outputs

EPA also requires that grant applicants clearly describe environmental outputs and outcomes to be achieved under assistance agreements (see EPA Order 5700.7A1, [Environmental Results under Assistance Agreements, Classification No \(epa.gov\)](#)) for the selected EPA Region 8 Activity chosen under Section B.

The EPA webpage [Linking Assistance Agreements to Environmental Results](#) may be useful for applicants.

Applicants must include specific statements describing the environmental results of the proposed project in terms of well-defined outputs and, to the maximum extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the priorities described above.

Outputs. The term “output” means an environmental activity, effort, and/or associated work product related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

Expected outputs from the project(s) to be funded under this announcement must include at least one (preferably more than one) of the following outputs **OR** an output *similar in nature* to the ones listed below. The output needs to be specifically articulated in the Project Narrative. Inclusion of life cycle assessment/management strategies **or** community-based messaging to address evidence-based approaches for behavior change **MAY** each receive up to three extra points. See Section V.A for evaluation criteria and point allocation.

Reducing Environmental Impacts

Applications must include:

- Actions or recommendations implemented or adopted by businesses/facilities that incorporate source reduction strategies, source reduction measures, or life cycle assessment strategies related to materials.

Education/Outreach/Communication

- Number of stakeholder outreach events, publications, or communication strategies designed to promote source reduction or life cycle assessment strategies related to materials;

- Number of individuals, state, and local governments, and/or businesses served by education, outreach, training, technical assistance, and/or tools related to source reduction, or life cycle assessment of materials;
- Number of new organizations/entities (e.g., state departments of transportation, real estate developers, city planning organizations, etc.) that are using and or promoting source reduction or life cycle assessment strategies related to materials.

Progress reports and a final report will also be a required output, as specified in Section VI.C., “Reporting Requirements,” of this announcement.

Although not mandatory, applicants may include elements of outreach and messaging that incorporate aspects of community-based social marketing (evidence-based messaging for behavior change) to the maximum extent practicable to reduce audience barriers, increase benefits, and facilitate sustained behavioral change for improved environment. The [Climate Showcase Community Tip Sheets](#) document can be useful in this area. Up to three extra points will be added for inclusion of evidence-based messaging elements. See Section V.A for evaluation criteria and point allocation.

Outputs in the areas of CBSM may include:

- Number of stakeholder outreach events, publications, or communication strategies designed to promote community-based messaging for behavior change for improved management of materials;
- Number of individuals, state, and local governments, and/or businesses served by education, outreach, training, technical assistance, and/or tools related to community-based behavior change for the improved management of materials;
- Number of new organizations/entities (e.g., state departments of transportation, real estate developers, city planning organizations, etc.) that are using and or promoting community-based messaging for improved management of materials;
- Number and types of skills or abilities achieved by training participants to promote community-based messaging for behavior change strategies related to improved management of materials;
- Number of completed surveys received before and after project completion.

Outcomes. The term “outcome” means the result, effect, or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related, or programmatic in nature, but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period, but applicants may include anticipated outcomes that will occur after the project period. The Region encourages awardees to voluntarily report meaningful outcomes to the Region after the official project period ends.

Projects to be funded under this announcement are expected to produce at least one of the following outcomes **OR** outcomes similar in nature to the ones listed below and specifically articulated in the Project Narrative.

- Increased resources and technical assistance available through education, outreach, and training to individuals and/or businesses regarding source reduction, life cycle assessment strategies, or the beneficial reuse and use of materials;
- Increased public and/or business participation in training or technical assistance, source reduction, life cycle assessment strategies, the environmental benefits of the beneficial reuse, and use of materials;
- Improved capacity of businesses and/or facilities to incorporate source reduction, life cycle assessment processes, or reuse of materials to the maximum extent possible;

- Improved quality of materials for beneficial reuse or use in post-consumer products;
- Measurable improvements to environment and/or ecosystem conditions related to source reduction, life cycle assessment, beneficial reuse, or use of materials;
- Energy conserved or dollars saved as a result of source reduction, life cycle assessment, or beneficial reuse or use of materials.

D. Statutory Authority

The statutory authority for this action is the Solid Waste Disposal Act (SWDA), Section 8001(a)(5), 42 U.S.C. Section 6981(a)(5) which authorizes grants to public authorities, agencies, and institutions, private agencies and institutions, and individuals for purposes which include conducting and promoting the coordination and acceleration of, research, investigations, experiments, training, demonstrations, surveys, public education programs and studies relating to the reduction of the amount of solid waste and unsalvageable waste materials.

Applications selected for funding under this solicitation must be consistent with the authorized activities above. Demonstrations must involve new or experimental technologies, methods, or approaches, where the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not considered a demonstration project; such activities are not eligible for funding under this announcement. Applicants must specify how the project fits within the above statutory authority.

F. Minority Serving Institutions (MSIs):

EPA recognizes that scientific, technical, engineering, and mathematical (STEM) competence is essential to the Nation's future well-being in terms of national security and competitive economic advantage. For instance, the health and vitality of the economy is predicated, in part, on the availability of an adequate supply of scientists, technicians, engineers and mathematicians, to develop innovative technologies and solutions. In other words, this country must engage all available minds to address the challenges it faces. Minorities, women, and persons with disabilities historically have been under-represented in the STEM fields. For this reason, EPA strongly encourages all eligible applicants including, women, minorities, and persons with disabilities to apply. At the same time, EPA seeks to expand the environmental conversation by including members of communities which may have not previously participated in such dialogues to participate in EPA programs. For this reason, EPA strongly encourages all eligible applicants identified in Section III, including minority serving institutions (MSIs), to apply under this opportunity.

For purposes of this solicitation, the following are considered MSIs:

1. Historically Black Colleges and Universities, as defined by the Higher Education Act (20 U.S.C. § 1061(2)). A list of these schools can be found at [Historically Black Colleges and Universities](#)
2. Tribal Colleges and Universities (TCUs), as defined by the Higher Education Act (20 U.S.C. § 1059c(b)(3) and (d)(1)). A list of these schools can be found at [Tribal College or University](#).
3. Hispanic-Serving Institutions (HSIs), as defined by the Higher Education Act (20 U.S.C. § 1101a(a)(5)). A list of these schools can be found at [Hispanic-Serving Institutions](#)
4. Asian American and Native American Pacific Islander-Serving Institutions; (AANAPISIs), as defined by the Higher Education Act (20 U.S.C. § 1059g(b)(2)). A list of these schools can be found at [Asian American and Native American Pacific Islander-Serving Institutions](#); and

5. Predominately Black Institutions (PBIs), as defined by the Higher Education Act of 2008, 20 U.S.C. 1059e(b)(6). A list of these schools can be found at [Predominately Black Institutions](#).

G. Additional Provisions for Applicants Incorporated into the Solicitation

Additional provisions that apply to Sections III, IV, V, and VI, and/or awards made under this solicitation, can be found at [EPA Solicitation Clauses](#). These provisions are important for applying to this solicitation and applicants must review them when preparing applications for this solicitation. If the applicant is unable to access these provisions electronically at the website above, please contact the EPA point of contact listed in Section VII. of this solicitation to obtain the provisions.

SECTION II. Award Information

A. What is the amount of funding available?

The total estimated funding for this competitive funding opportunity is up to \$51,000. EPA Region 8 anticipates funding one to two cooperative agreements from this announcement. The anticipated award range is between \$25K - \$51K. The number of awards will depend on the quality of applications received, fiscal year program funds available, and other applicable considerations. The anticipated total number and total amount of awards to be provided are estimates only and are being provided solely for application preparation purposes. EPA expressly reserves the right to make no awards under this particular competitive funding opportunity or to adjust the number of awards originally anticipated.

B. How many agreements will EPA award in this competition?

EPA anticipates awarding one to two cooperative agreements under this announcement, subject to the availability of funds and quality of evaluated applications. EPA reserves the right to reject all applications and make no awards under this announcement. In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available after the original selections. Any additional selections for awards will be made no later than six months from the date of the original selections.

C. What is the project start date and period for awards resulting from this solicitation?

The estimated project period for awards resulting from this announcement will begin January 1, 2025, although project start dates can be negotiated. Projects are normally funded for one year. If necessary, project periods can be extended.

D. Funding Type

EPA intends to award cooperative agreements under this announcement. Cooperative agreements provide for substantial involvement between the EPA Project Officer and the selected applicant(s) in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated federal involvement for these projects may include:

- close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
- collaboration during performance of the scope of work;
- review of proposed procurement to ensure that it is in accordance with [2 CFR 200.317](#) and [2 CFR 200.318](#);
- approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient); and

- review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

EPA does not have the authority to select employees or contractors employed by the recipient. The final decision on the content of reports rests with the recipient.

E. Partial Funding

In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete portions or phases of proposed projects. If EPA decides to partially fund an application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the application, or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

SECTION III. Eligibility Information

Note: Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).

A. Eligible Entities

In accordance with Assistance Listing 66.808, applications will be accepted from:

- States (including the District of Columbia, Puerto Rico, Virgin Islands, Guam, American Samoa, and Northern Mariana Islands), local, Tribal, interstate, and intrastate government agencies and instrumentalities, and non-profit organizations that are not 501(c)(4) organizations that lobby, including non-profit educational institutions and non-profit hospitals.
- Nonprofit Organizations. Consistent with the definition of *Nonprofit organization* at [2 CFR 200.1](#), the term nonprofit organization means any corporation, trust, association, cooperative, or other organization that is operated mainly for scientific, educational, service, charitable, or similar purpose in the public interest; is not organized primarily for profit; and uses net proceeds to maintain, improve, or expand the operation of the organization. The term includes tax-exempt nonprofit neighborhood and labor organizations. While not legally considered to be a non-profit organization(s) as defined by 2 CFR 200.1, **public or nonprofit Institutions of Higher Education are eligible to submit applications under this RFA**. Hospitals operated by state, tribal, or local governments or that meet the definition of nonprofit at 2 CFR 200.1 are also eligible to apply as nonprofits or as instrumentalities of the unit of government depending on the applicable law. For-profit colleges, universities, trade schools, and hospitals are ineligible. Nonprofit organizations that are not exempt from taxation under section 501 of the Internal Revenue Code must submit other forms of documentation of nonprofit status; such as certificates of incorporation as nonprofit under state or tribal law. Nonprofit organizations exempt from taxation under section 501(c)(4) of the Internal Revenue Code that lobby are not eligible for EPA funding as provided in the Lobbying Disclosure Act, 2 U.S.C. 1611.

Partnerships: Groups of two or more applicants may choose to form a partnership and submit a single application under this RFA; however, one **eligible** applicant must be responsible for the grant. Partnerships must identify which eligible organization will be the recipient of the grant and which organization(s) will be subawardees of the recipient. Subawards and subgrants must be consistent with the definitions of those terms in 2 C.F.R. 200.1. The recipient must administer the grant, will be accountable to EPA for proper expenditure of the funds and reporting, and will be the point of contact for the partnership. As provided in 2 C.F.R. 200.331, subrecipients or subgrantees are accountable to the recipient or grantee for proper use of EPA funding. Please review the EPA Subaward Policy for subaward requirements, guidance, and training.

Individuals and for-profit organizations are NOT eligible for funding under this opportunity.

Additionally, nonprofit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are NOT eligible to apply. Eligible non-profit organizations must have documentation of non-profit status from the U.S. Internal Revenue Service or their state of incorporation.

B. Cost Sharing or Matching

This competition does not require matching funds or cost sharing.

C. Threshold Eligibility Criteria

These are requirements that, if not met by the time of application submission, will result in elimination of the application from consideration for funding. Only applications from eligible entities (see Section III.A above) that meet all these criteria by the time of application submission will be evaluated against the ranking criteria in Section V of this announcement. Applicants deemed ineligible for funding consideration because of the threshold eligibility review will be notified by e-mail within 15 calendar days of the ineligibility determination.

1. Applications must substantially comply with the application submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. Where a page limit is expressed in Section IV with respect to the project narrative, pages more than the page limitation will not be reviewed. Applicants are advised that readability is of paramount importance and should take precedence in application format, including selecting a legible font type and size for use in the application.
2. In addition, initial applications must be submitted through Grants.gov as stated in Section IV of this solicitation (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section IV) on or before the application submission deadline published in Section IV of this solicitation. Applicants are responsible for following the submission instructions in Section IV of this solicitation to ensure that their application is timely submitted. Please note that applicants experiencing technical issues with submitting through Grants.gov should follow the instructions provided in Section IV, which include both the requirement to contact Grants.gov and email a full application to EPA prior to the deadline.
3. Applications submitted after the submission deadline **(on or before 11:59 pm Eastern Time, September 27, 2024 via Grants.gov)** will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with Grants.gov or relevant SAM.gov system issues. An applicant's failure to timely submit their application through Grants.gov because they did not timely or properly register in SAM.gov or Grants.gov will not be considered an acceptable reason to consider a late submission.
4. The applicant must be an eligible entity as described in Section III.A above.
5. Applications must support current administration priorities as described in Section I.B. of this solicitation.
6. All applications submitted under this solicitation must address and promote the coordination and acceleration of research, investigations, experiments, training, demonstrations, surveys, public education

programs and studies relating to the reduction of the amount of solid waste as described in Section I.D, of this announcement.

7. Projects that are demonstrations must involve new or experimental technologies, methods, or approaches, where the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not considered a demonstration project.
8. If an application is submitted that includes any ineligible tasks or activities, that portion of the application will be ineligible for funding and may, depending on the extent to which it affects the application, render the entire application ineligible for funding. State clearly which part of the statutory authority supports your project.
9. Applications must be for projects that benefit at least one of the EPA Region 8 States (Colorado, Montana, North Dakota, South Dakota, Utah, or Wyoming) or one of the [28 Tribal Nations in EPA Region 8](#).

SECTION IV. Application and Submission Information

Note: Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).

A. Requirement to Submit Through Grants.gov and Limited Exception Procedures

Requirement to Submit Through Grants.gov and Limited Exceptions Procedures

Applicants must apply electronically through [Grants.gov](#) under this funding opportunity based on the Grants.gov Instructions in this announcement. If your organization has no access to the internet or access is very limited, you may request an exception for the remainder of this calendar year by following the procedures outlined [here](#). Please note that your request must be received at least 15 calendar days before the application due date to allow enough time to negotiate alternative submission methods. Issues with submissions with respect to this opportunity only are addressed in Appendix A Technical Issues with Submission located below.

B. Grants.gov Application Submission Instructions

Your organization's authorized official representative (AOR) must submit your complete application package electronically to EPA through [Grants.gov](#) no later than **11:59 pm Eastern Time, September 27, 2024**. Please allow for enough time to successfully submit your application and allow for unexpected errors that may require you to resubmit. Applicants are encouraged to submit before the deadline due to online traffic issues that could occur the closer the deadline approaches.

Note: You must have a Unique Entity Identifier (UEI) in SAM.gov to apply for the grant. It could take up to 30 days to complete the process. Please see Appendix A for submitting your application through Grants.gov.

C. Content of Application Submission

The application package **must** include all of the following materials:

1. Grant Application Forms: Please be sure to include the organization fax number and email address in Block 5 of the Standard Form SF 424.

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. EPA Key Contacts Form 5700-54
4. EPA Form 4700-4 Preaward Compliance Review Report
5. Narrative - Project Narrative Attachment Form in [Grants.gov](https://www.grants.gov). This must include the Cover Page and Narrative Response, which cannot exceed ten pages in total, as described in Section IV.D.

2. Project Narrative:

The following mandatory forms and documents are required under this announcement:

1. Organizational Information Sheet which must include the following:
 - a. Name of your organization;
 - b. Employer/Taxpayer Identification Number (EIN/TIN);
 - c. Address of your organization;
 - d. Name, phone number, and email address for the AOR and the point of contact for your organization (if not the same);
 - e. This RFA number: EPA-R8-2023-SMM; and
 - f. Descriptive Title of your proposal.
2. Project Narrative Summary.
 - a. Must describe your proposal in detail with specific attention paid to documenting the:
 - i. Project's approach,
 - ii. Environmental results (i.e., outputs and outcomes),
 - iii. Budget plans that describe how requested funding costs are reasonable to support the environmental goals and objectives of the work and why the level of funding is needed to support specific projects. Provide a separate budget with a detailed breakout of the approximate funding used for each major category. Also, describe how funds will be expended in a timely and efficient manner,
 - iv. Sustainability of the how the project will endure after the grant funding period,
 - v. Role and responsibility of partners,
 - vi. How the applicant will monitor the timely expenditure of funds,
 - vii. (OPTIONAL to be addressed at the option of applicant) Life cycle assessment/management strategies **or** community-based messaging to address evidence-based approaches for behavior change. If each is addressed applicants *may receive up to three additional evaluation points for each option addressed.* See Section V.A.
 - viii. Applicants' programmatic capability and past performance.

In evaluating applicants under the past performance factors in Section V.A. of the NOFO, the EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from the EPA's files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If the applicant does not have any relevant or available past performance or past reporting information, then the applicant should indicate this in the application and they will receive a neutral score for these factors, which is half of the total points available for these sub-criteria in Section V.A. of the NOFO. If the applicant does not provide any response for these items, a score of 0 for these factors may be received.

- b. Format of Applications: Must be concise, well organized, and not exceed 11 typed, single line spaced, 8 1/2 x 11 inch pages with .5 inch border and no smaller than 12 size font in Times New Roman. Any pages in the project narrative that exceed 11 pages will not be reviewed. Budget charts added as attachments are not counted in the 11 pages and will be reviewed.

NOTE: To greatly ease the grant writing experience, an example project narrative template is provided in Appendix B. The use of the template is not required but is highly encouraged. Applicants will not be penalized for not using the template.

3. Budget Information Document - detailing how the requested funding amount will be spent (this can be included as part of the 11 pages or added as an attachment to the application). See example template in Appendix C.
4. Identification of key contributors for this application and description of their roles in implementing this grant proposal (include in 11-page summary).
5. OPTIONAL: Any additional attachments you wish to include.

Once you have submitted your application and it has been accepted in Grants.gov, you will receive an automatic confirmation of submission and receipt. Please see Appendix A for further information.

D. Intergovernmental Review

Executive Order 12372, Intergovernmental Review of Federal Programs, may be applicable to awards resulting from this announcement. EPA implemented the Executive Order in 40 CFR Part 29. EPA may require applicants selected for funding to provide a copy of their application to their State Point of Contact (SPOC) for review as provided at 40 CFR 29.7 and 40 CFR 29.8. The SPOC list can be found on the webpage below. Office of Federal Financial Management Resources and Other Information:

<https://www.whitehouse.gov/omb/office-federal-financial-management/>

<https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf>

EPA may require successful applicants from states that do not have a SPOC to provide a copy of their application for review to directly affected state, area-wide, regional and local government entities as provided at 40 CFR 29.7 and 40 CFR 29.8. These reviews are not required before submitting an application. Only applicants that EPA selects for funding under this announcement are subject to the Intergovernmental Review requirement.

Generally, applicants are not prohibited from submitting the same or virtually the same application to EPA under multiple EPA competitions, if appropriate. However, if an applicant does so, and the application (or one virtually the same) that was submitted under this solicitation is selected for award under another EPA competition, that may affect their ability to receive an award under this competition for that application. Moreover, if an applicant will be funded by EPA or another agency or entity for the same or virtually the same project that it submitted to EPA under this solicitation then that may affect their ability to receive an award under this competition.

SECTION V. Application Review Information

Note: Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).

Only eligible entities whose application(s) meet the threshold criteria in Section III.C. of this announcement will be reviewed according to the evaluation criterion set forth below. Applicants should explicitly address

Criteria 1, 2, 3, 5 and 6 in the *Project Narrative* submitted with their application package. Applicants should explicitly address Criteria 4 and 7 in the *Budget Information* submitted with their application package.

Each application will be rated under a points system, with a total of 106 points possible.

A. Evaluation

Criteria	Points
<p>1. Project Summary/Approach: Under this criterion, the Agency will evaluate the following factors:</p> <ul style="list-style-type: none"> a. The extent and quality to which the Project Narrative includes a well-conceived strategy for addressing the requirements in Section I.B. (20 pts). b. Whether the Project Narrative sets forth a reasonable time schedule for the execution of the tasks associated with the project and for achieving the project goals and objectives by project end (10 pts). 	30
<p>2. Environmental Results - Outcomes and Outputs: Under this criterion, the Agency will evaluate the following factors to be included as components of the Project Narrative:</p> <ul style="list-style-type: none"> a) Clearly describes how the applicant will measure success in meeting the project's objectives. Clearly specify anticipated environmental outcomes and outputs as described in Section 1.C, Measuring Environmental Results: Anticipated Outcomes and Outputs. Outcomes and outputs must be quantitative or qualitative and must measure environmental improvement or should be directly linked to environmental improvement. Include quantitative targets as appropriate. (10 pts) b) Describes the plan for achieving project results (including the outcomes and outputs identified in Section 1). (5 pts) c. Describes how the project is transferable to other communities. (5 pts) <p>Note: Possible outcomes and outputs are identified in Section I.C. of this announcement. The Project Narrative must clearly state which outcomes and outputs will be achieved and how they will be achieved.</p>	20
<p>3. Programmatic Capability and Past Performance:</p> <p>Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project. Applicant may provide a list of federally and/or non-federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) that organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe:</p> <ul style="list-style-type: none"> (i) whether, and how, you were able to successfully complete and manage those agreements; and (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements 	15

<p>(and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements; and</p> <p>(iii) To successfully achieve the goals of the proposed project, your organizational experience and plan for timely and successfully achieving the objectives of the proposed project; and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them.</p> <p>In evaluating applicants under the factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant).</p> <p>Points will be awarded as the following:</p> <ul style="list-style-type: none"> a) Past performance in successfully completing and managing any past assistance agreements which should be identified and described in the Project Narrative submitted as part of this application.* (5 pts), b) History of meeting the reporting requirements under any past assistance agreements which should be identified and described in the Project Narrative submitted as part of this application. This should include whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements.* (5 pts), c) Staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. (5 pts). <p>*Applicants with no prior past performance under a) or no history of meeting the reporting requirements under b) should note as such in the application. Applicants who explicitly note that they lack a) or b) in the application will be given a neutral score that is equal to half of the available points. If you do not provide any response and leave it blank for these two items, you may receive a score of 0 for either or both of these factors.</p>	
<p>4. Budget: Under this criterion, the Agency will evaluate the Budget Information Document to determine whether:</p> <ul style="list-style-type: none"> a. Costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes. (3 pts), b. The proposed budget provides a detailed breakout of the approximate funding used for each major activity. (2 pts). 	5
<p>5. Sustainability: Applications will be evaluated based on the quality and extent to which the applicant's project, if successfully implemented, will enact changes to an organization, community, or the society at large in a lasting and sustainable manner.</p> <ul style="list-style-type: none"> a. The applicant can demonstrate its ability to promote and continue efforts to support Sustainable Materials Management after EPA funding for this project has ended, as described in the RFA. This may include elements of evidence-based messaging. (5 pts) 	15

b. The application describes the extent to which the project supports a state or local mandate, policy, or community priority to promote, source reduction, or reuse related to materials management. (10 pts)	
6. Effective Partnerships: Applications will be evaluated based on the extent to which the application proposes a project that encompasses innovative (e.g., not usual, routine or established practices) solid waste reduction measures that have the capacity to institute real change. a. Describes the partnerships and/or coalition currently in place to support the proposed project and why it is sufficient to complete the proposed project. If the partnership will be expanded, describe the additional members that will be engaged and/or recruited. (5 pts) b. Describes the role of each partner on the project and their experience working with the target audience and/or sectors addressed. Applicants that do not plan on collaborating with other groups in project performance will be evaluated based on the extent to which they demonstrate how they will be able to effectively perform and complete the project without such collaboration. (5 pts)	10
7. Expenditure of Awarded Grant Funds: Under this criterion, applicants will be evaluated based on their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. (5 pts)	5
8. (Optional) Incorporation of Life Cycle Assessment Elements: Under this criterion, applicants will be evaluated based on the proposal's inclusion and application of Life Cycle Assessment approaches. (possible 3 extra pts)	3
9. (Optional) Incorporation of Evidence-Based Messaging: Under this criterion, applicants will be evaluated based on proposal's inclusion and application of strategies for evidence-based messaging. (possible 3 extra pts)	3

B. Review and Selection Process

Applications will first be evaluated against the threshold factors listed in Section III.C. Only those applications that meet all the threshold factors will be evaluated using the evaluation criteria listed above by an EPA evaluation team. Each application will be given a numerical score and will be rank ordered according to the numerical score. Preliminary funding recommendations will be provided to the Selection Official based on this ranking.

C. Other Factors

Final funding decisions will be made by the Selection Official based on the rankings and preliminary recommendations of the EPA evaluation panel. In making the final funding decisions, the Selection Official may also consider programmatic priorities and geographic diversity of funds. The panel will develop a list of the highest scored applications to submit to the Selection Official in Region 8 for final funding decisions. Final funding decisions will then be made by the Selection Official based on the evaluation conducted by the review panel and may also consider factors such as:

1. Geographic distribution of projects;
2. Programmatic priorities; and
3. Availability of funds

Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official.

SECTION VI. Award Administration Information

Note: Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).

A. Award Notices

Following evaluation of applications, all applicants will be notified regarding their status.

Application Notifications

1. The time between notification of selection and actual award of a grant can take up to 90 days or longer. EPA anticipates notification to successful and non-successful applicants will be made via e-mail within 30 days after the closing date from (gregory.lauren@epa.gov; 303-312-6453). The notification will be sent to the original signer of the application or the project contact listed in the application. This notification only informs the applicant that their application has been selected and is being recommended for award. It is not an authorization to begin work.

Applicants are cautioned that only a grants officer in Region 8 is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding, or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant. The award notice, signed by an EPA grants officer, is the authorizing document and will be provided through electronic or postal mail. The successful applicant may need to prepare and submit additional documents and forms (e.g., work plan), which must be approved by EPA, before the grant can officially be awarded. If awarded, you will receive an email with an attached award document from the Region 8 Grants Award Official. In addition, Lauren Gregory (gregory.lauren@epa.gov) Region 8 SMM Project Officer, will coordinate with you to ensure all necessary paperwork is in place and approve the authorization to begin work.

B. Administrative and National Policy Requirement

A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at: <https://www.epa.gov/grants/epa-policies-and-guidance-grants>.

C. Reporting Requirements

Quarterly progress reports submitted by electronic mail to gregory.lauren@epa.gov, and a detailed final technical report will be required. Quarterly reports summarizing technical progress, planned activities for next quarter and summary of expenditures are required. The final technical report shall be completed within 90 calendar days of the completion of the period of performance. The final technical report must include: summary of the project or activity, outputs and outcomes achieved, and costs of the project or activity. In addition, the final technical report shall discuss the problems, successes, and lessons learned from the project or activity that could help overcome structural, organizational, or technical obstacles to implementing a similar project

elsewhere. The schedule for submission of quarterly reports will be established by EPA at the time of award as part of the grant-specific terms and conditions of the assistance agreement.

In addition to the quarterly progress reports discussed above, administrative and financial reports will be required in accordance with the schedules and standard forms. The assistance agreement will also stipulate these additional requirements in the grant-specific terms and conditions.

D. Quality Assurance/Quality Control (QA/QC)

Quality Assurance/Quality Control requirements may be applicable to these grants (see 2 CFR 1500.12). QA/QC requirements apply to the collection of environmental data. Environmental data are any measurements or information that describe environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of environmental technology. Environmental data may include information collected directly from measurements, produced from models, and compiled from other sources such as databases or literature. Applicants should allow sufficient time and resources to develop a written quality assurance system. EPA can assist applicants in determining whether QA/QC is required for the proposed project. If QA/QC is required for the project, the applicant is encouraged to work with the EPA QA/QC staff to determine the appropriate QA/QC practices for the project. Contact Lauren Gregory at gregory.lauren@epa.gov for referral to an EPA QA/QC staff person.

E. Combining Applications into One Award:

If an applicant submits applications for multiple tasks/activities under this competition, and is selected for multiple tasks/activities, EPA may award a single assistance agreement that combines separate applications for different tasks/activities.

G. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at [Grant Competition Dispute Resolution Procedures](#). Copies of these procedures may also be requested by contacting the person listed in Section VII of the announcement. Note, the FR notice references regulations at 40 CFR Parts 30 and 31 that have been superseded by regulations in 2 CFR parts 200 and 1500. Notwithstanding the regulatory changes, the procedures for competition-related disputes remains unchanged from the procedures described at 70 FR 3629, 3630, as indicated in [2 CFR Part 1500, Subpart E](#).

SECTION VII. Agency Contacts

Mailing Address:

Lauren Gregory

US EPA Region 8

1595 Wynkoop

Mail Code: 8LCR-RC-C

Denver, CO 80202-1129

All questions or comments must be communicated in writing via email to the following contact person, Lauren Gregory, at gregory.lauren@epa.gov. Questions and answers will be shared with all applicants via email.

APPENDIX A – Grants.gov Application Submission Instructions

Submission Instructions

1. SAM.gov (System for Award Management) Registration Instructions (COMPLETE ASAP as this registration is taking up to 30 days to complete)

Organizations applying to this funding opportunity must have an active [SAM.gov](#) registration. If you have never done business with the Federal Government, you will need to register your organization in [SAM.gov](#). If you do not have a [SAM.gov](#) account, then you will create an account using [login.gov](#) to complete your [SAM.gov](#) registration. [SAM.gov](#) registration is FREE. The process for entity registrations includes obtaining Unique Entity ID (UEI), a 12-character alphanumeric ID assigned an entity by [SAM.gov](#), and requires assertions, representations and certifications, and other information about your organization. Please review the [Entity Registration Checklist](#) for details on this process.

If you have done business with the Federal Government previously, you can check your entity status using your government issued UEI to determine if your registration is active. [SAM.gov](#) requires you renew your registration every 365 days to keep it active.

Please note that [SAM.gov](#) registration is different than obtaining a UEI only. Obtaining an UEI only validates your organization's legal business name and address. Please review the [Frequently Asked Question](#) on the difference for additional details.

Organizations should ensure that their [SAM.gov](#) registration includes a current e-Business (EBiz) point of contact name and email address. The EBiz point of contact is critical for [Grants.gov](#) Registration and system functionality.

Contact the [Federal Service Desk](#) for help with your [SAM.gov](#) account, to resolve technical issues or chat with a help desk agent: (866) 606-8220. The Federal Service desk hours of operation are Monday – Friday 8am – 8pm ET.

2. Grants.gov Registration Instructions

Once your [SAM.gov](#) account is active, you must register in [Grants.gov](#). [Grants.gov](#) will electronically receive your organization information, such as e-Business (EBiz) point of contact email address and UEI. Organizations applying to this funding opportunity must have an active [Grants.gov](#) registration. [Grants.gov](#) registration is FREE. If you have never applied for a federal grant before, please review the [Grants.gov Applicant Registration](#) instructions. As part of the [Grants.gov](#) registration process, the EBiz point of contact is the only person that can affiliate and assign applicant roles to members of an organization. In addition, at least one person must be assigned as an Authorized Organization Representative (AOR). Only person(s) with the AOR role can submit applications in [Grants.gov](#). Please review the [Intro to Grants.gov-Understanding User Roles](#) and [Learning Workspace – User Roles and Workspace Actions](#) for details on this important process.

Please note that this process can take a month or more for new registrants. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through [Grants.gov](#)

and should ensure that all such requirements have been met well in advance of the application submission deadline.

Contact [Grants.gov](https://www.grants.gov) for assistance at 1-800-518-4726 or support@grants.gov to resolve technical issues with [Grants.gov](https://www.grants.gov). Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a [Grants.gov](https://www.grants.gov) representative by calling 606-545-5035. The [Grants.gov](https://www.grants.gov) Support Center is available 24 hours a day 7 days a week, excluding federal holidays.

3. Application Submission Process

To begin the application process under this grant announcement, go to [Grants.gov](https://www.grants.gov) and click the red “Apply” button at the top of the view grant opportunity page associated with this opportunity.

The electronic submission of your application to this funding opportunity must be made by an official representative of your organization who is registered with [Grants.gov](https://www.grants.gov) and is authorized to sign applications for Federal financial assistance. If the submit button is grayed out, it may be because you do not have the appropriate role to submit in your organization. Contact your organization’s EBiz point of contact or contact [Grants.gov](https://www.grants.gov) for assistance at 1-800-518-4726 or support@grants.gov

Applicants need to ensure that the AOR who submits the application through [Grants.gov](https://www.grants.gov) and whose UEI is listed on the application is an AOR for the applicant listed on the application. Additionally, the UEI listed on the application must be registered to the applicant organization's [SAM.gov](https://www.sam.gov) account. If not, the application may be deemed ineligible.

Application Submission Deadline: Your organization’s AOR must submit your complete application package electronically to EPA through [Grants.gov](https://www.grants.gov) no later than **11:59 p.m. ET on August 25, 2024**. Please allow for enough time to successfully submit your application process and allow for unexpected errors that may require you to resubmit.

Please submit *all* the application materials described below using the Grants.gov application package accessed using the instructions above.

Application Materials

The following forms and documents are required under this announcement, as described in Section IV.C. of the RFA:

Mandatory Documents:

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. EPA Key Contacts Form 5700-54
4. EPA Form 4700-4 Preaward Compliance Review Report
5. Narrative - Project Narrative Attachment Form in [Grants.gov](https://www.grants.gov). This must include the Cover Page and Narrative Response, which cannot exceed ten pages in total, as described in Section IV.D.

Note: You must have a Unique Entity Identifier (UEI) in SAM.gov to apply for the grant. As of April 2022, the federal government has stopped using the DUNS number to uniquely identify entities. Apply for the UEI early – it could take up to 30 days to complete the process. For more information, please visit www.sam.gov/content/duns-uei.

Optional Documents:

- Use the Other Attachment Form in Grants.gov for the following optional documents:
 - Cost Share Commitment Letters (Other Attachments Form)
 - Letters of Support/Partnership (Other Attachments Form)
 - Resumes (Other Attachments Form)

Applications submitted through Grants.gov will be time and date stamped electronically.

Technical Issues with Submission

1. Once the application package has been completed, the “Submit” button should be enabled. If the “Submit” button is not active, please call Grants.gov for assistance at 1-800-518-4726. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll- free number may reach a Grants.gov representative by calling 606-545-5035. Applicants should save the completed application package with two different file names before providing it to the AOR to avoid having to re-create the package should submission problems be experienced, or a revised application needs to be submitted.

2. Submitting the application. The application package must be transferred to Grants.gov by anAOR. The AOR should close all other software before attempting to submit the application package. Click the “submit” button of the application package. Your Internet browser will launch and a sign-in page will appear. **Note: Minor problems are not uncommon with transfers to Grants.gov. It is essential to allow sufficient time to ensure that your application is submitted to Grants.gov BEFORE the due date identified in Section IV of the solicitation.** The support desk operates 24 hours a day, seven days a week, except Federal Holidays.

A successful transfer will end with an on-screen acknowledgement. **For documentation purposes, print or screen capture this acknowledgement.** If a submission problem occurs, reboot the computer – turning the power off may be necessary – and re-attempt the submission. Note: Grants.gov issues a “case number” upon a request for assistance.

Technical Issues with Submission

If your organization has no access to the internet or access is very limited, you may request an exception for the remainder of this calendar year by following the procedures outlined [here](#). Please note that your request must be received at least 15 calendar days before the application due date to allow enough time to negotiate alternative submission methods. If applicants experience technical issues during the submission of an application that they are unable to resolve, follow these procedures **before** the application deadline date:

- a. Contact Grants.gov Support Center **before** the application deadline date.
- b. Document the Grants.gov ticket/case number.
- c. Send an email with “EPA-R8-2024-SMM” in the subject line to gregory.lauren@epa.gov **before** the application deadline time and date. The email **must** include the following:
 - i. Grants.gov ticket/case number(s)
 - ii. Description of the issue

- iii. The entire application package in PDF format.

Without this information, the EPA may not be able to consider applications submitted outside of Grants.gov. Any application submitted after the application deadline time and date deadline will be deemed ineligible and will **not** be considered.

Please note that successful submission through Grants.gov or email does not necessarily mean your application is eligible for award.

The EPA will make decisions concerning acceptance of each application submitted outside of Grants.gov on a case-by-case basis. The EPA will only consider accepting applications that were unable to submit through Grants.gov due to [Grants.gov](#) or relevant [SAM.gov](#) system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit prior to the application submission deadline date because they did not properly or timely register in SAM.gov or Grants.gov is **not** an acceptable reason to justify acceptance of an application outside of Grants.gov.

Possible Transmission Difficulty Scenarios and Actions Applicants Can Take

- a. If you are experiencing problems resulting in an inability to upload the application to Grants.gov, it is essential to call [Grants.gov](#) for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Be sure to obtain a case number from Grants.gov.
- b. Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from [Grants.gov](#) due to electronic submission system issues or unforeseen exigent circumstances, and you have already attempted to resolve the issue by contacting Grants.gov, send an email message to gregory.lauren@epa.gov prior to the application deadline. The email message must document the problem and include the Grants.gov case number as well as the entire application in PDF format as an attachment.
- c. Grants.gov rejection of the application package: If a notification is received from [Grants.gov](#) stating that the application has been rejected for reasons other than late submittal and it is too late to reapply, promptly send an email to gregory.lauren@epa.gov with the Funding Opportunity Number (FON) in the subject line within one business day of the closing date of this solicitation. The email should include any materials provided by Grants.gov and attach the entire application in PDF format.

Please note that successful submission through Grants.gov or via email does not necessarily mean your application is eligible for award.

APPENDIX B: Template for Narrative Proposal (OPTIONAL)

Instructions: All portions of the narrative proposal must substantially comply with the specific instructions, format, and content defined in the RFA. Page counts refer to one-side of a single-spaced typed page. Pages more than the identified limits will not be considered. The milestones, budget table, and budget narrative attachments have separate page limits and will be considered in the evaluation.

Applicants should ensure that project narratives are written clearly using understandable terms. Doing so will help ensure that the evaluation team members understand the purpose, outputs, and outcomes of the proposed project. Applicants are not required but are highly encouraged to use the project narrative template as presented below. Applicants will not be penalized for not using the template.

Template for Summary Information

[Instructions: *The Narrative Proposal includes both a Summary Information page and Narrative Proposal Work-Plan and **should not exceed 11 8 ½ by 11-inch pages with .5 inch border and no smaller than 12 size font in Times New Roman.** Any pages in narrative that exceed 11 pages, will not be reviewed. Budget charts added as attachments are not counted in the 11 pages and will be reviewed. Applicants' Summary Information page should follow the format below. The Summary Information should appear on the first page of the Proposal Narrative and should not exceed one-page. Italicized and bracketed text should be deleted before submission.]*

ENVIRONMENTAL PROTECTION AGENCY (EPA) Region 8 Sustainable Materials Management Grant 2024 EPA-R8-2022-SMM

- a. Project Title
- b. Applicant Name [Name of organization]
- c. UEI Number
- d. Project Summary [Briefly describe your project in 1-4 sentences]
- e. Contact Information [Include name of contact person(s), title, address, e-mail address, phone number. An administrative and a primary contact can be listed.]
- f. Total Project Cost [Specify the total cost of the project.]
- g. EPA Funds Requested [Specify the amount of funding requested from EPA]
- h. Project period [Provide anticipated project start date and anticipated project completion date.]

Template for Narrative Proposal Work Plan

[Instructions:] Text that is italicized and bracketed may be deleted when submitting the application. Applicants are encouraged to use subheadings under each criterion to aid the reviewers in effectively reviewing your application.]

Criterion 1: Project Summary and Approach (30 points)

[Under this Criterion:

- a. Project Description: *Provide a well-conceived strategy for addressing the requirements in Section I, Parts B (Scope of Work) and C (Anticipated Outcomes and Outputs). Ensure at least one link to a Regional activity AND at least one link to an objective of the Strategic Plan are included in sufficient detail.*
- b. Time Schedule: *Provide a clear and reasonable time schedule and project tasks for achieving the project goals and objectives by project end.]*

[Applicant's text goes here]

Criterion 2: Environmental Results and Performance Measurement (20 points)

[Under this criterion describe how success will be measured based on your project's objectives. Include:

- a. Outputs: *Clearly specify the anticipated environmental outputs as described in Section 1.D, Measuring Environmental Results: Anticipated Outcomes and Outputs. Include quantitative targets as appropriate.*
- b. Outcomes: *Clearly specify the anticipated environmental outcomes described in Section 1.D, Measuring Environmental Results: Anticipated Outcomes and Outputs. Include quantitative targets as appropriate.*
- c. Plan for Achieving Project Results: *Describe the plan for achieving project results (including the outcomes and outputs identified in Section 1).*
- d. Transferability: *Describe how the project is transferable to other communities.]*

[Applicant's text goes here]

Criteria 3: Programmatic Capability and Past Performance Criterion (15 points)

[Under this criterion:

- a. Past Performance in Completing and Managing Projects: *Describe past performance in successfully completing and managing projects, preferably within the past three years, including but not limited to federal and nonfederal assistance agreements described in Section 4 of this announcement. If applicant does not have past performance, application must state this fact, and a neutral score will be given. A score of zero will be given if this section is not included.*
- b. History of Meeting Reporting Requirements: *Provide a history of meeting the reporting requirements under the assistance agreements described in Section 4 of this announcement. Identify whether your organization submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not.*
- c. Organizational Experience and Plan for Project Completion: *Describe organizational experience and a plan for timely and successfully achieving the objectives of the proposed project. This could include staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.]* *[Applicant's text goes here]*

Criterion 4: Budget (5 points) *[Under this criterion:*

The Agency will evaluate the Budget Information Document to determine whether:

- a. Costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes.*
- b. The proposed budget provides a detailed breakout of the approximate funding used for each major activity.*

In addition to providing a narrative summary of the budget, applicants shall include detailed budget in any format they wish. One example of possible format is illustrated in Appendix B: Budget information added as an attachment will not count towards the 11 page limit required for the narrative.

Criterion 5: Project Sustainability (15 points) *[Under this criterion:*

- a. Describe how the applicant will promote and continue efforts to support AD after EPA funding for this project has ended, as described in Section 1 of the RFA.*
- b. Describe the extent to which the project supports a state or local mandate, policy, or community priority to source reduction, or reuse related to materials management.]*

[Applicant's text goes here]

Criterion 6: Effective Partnerships (10 points) *[Under this criterion:*

- a. Describe the partnership and/or coalition currently in place to support the proposed project and why it is sufficient to complete the proposed project. If the partnership will be expanded, describe the additional members that will be engaged and/or recruited.*
- b. Describe the role of each partner on the project and their experience working with the target audience and/or sectors addressed. Applicants that do not plan on collaborating with other groups in project performance will be evaluated based on the extent to which they demonstrate how they will be able to effectively perform and complete the project without such collaboration.]*

[Applicant's text goes here]

Criterion 7: Expenditure of Awarded Grant Funds (5 points) *[Under this criterion:*

- a. Clearly convey the approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.]*

[Applicant's text goes here]

List of Attachments:

[List all attachments (budget table and narrative, timeline with milestones, letters of support) that are being submitted with this package. You do not need to list the following mandatory documents:

- Standard Form 424, Application for Federal Assistance*
- Standard Form 424A, Budget Information*
- EPA Form 4700-4, Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance*
- EPA Form 5700-54, Key Contacts Form, including Authorized Official Representative and Project Manager contact information of the two individuals.*

- Project Narrative Attachment Form – Used to submit the Narrative Work Plan (See Section IV.C.2. for additional information)

APPENDIX C: Example Budget Table and Narrative

Applications should include a detailed budget table and a detailed budget narrative, providing more detail than what is found in SF-424A. An applicant's budget narrative must account for all federal funds.

The budget narrative should clearly convey cost calculations, purpose of the costs, and correlate the costs to activities identified in the application. Where possible, the budget narrative should be keyed to tasks and deliverables from the proposal narrative. **The Budget Table (if the applicant decides to include a table) and Budget Narrative should not exceed 4 pages.**

The following budget table and narrative is provided as an example to follow, though this example is not related to this RFA. Other formats are also acceptable if total costs per category and specific descriptions of costs are included. Regardless of format, budget summary in project narrative (included in the 11 page limit) and any budget format included as attachments, should include sufficient detail to meet the application requirements requested.

Budget Summary:

I. Salary and Wages (Monthly Rate x Months x FTE)					Year 1	Year 2	Total
Name	Monthly Rate	Yr 1 %	Yr 2 %	COLA (Yr 2)			
PI	\$12,010	0.5	0.33	3%	\$6,005	\$4,082	\$10,087
Co-PI	\$10,889	0.33	0.33	3%	\$3,593	\$3,701	\$7,294
GRA	\$2,050	12	4.5	3%	\$24,600	\$9,502	\$34,102
Undergraduate	\$1,200	2	2	3%	\$2,400	\$2,472	\$4,872
TOTAL SALARY AND WAGES					\$36,598	\$19,757	\$56,355
II. Fringe Benefits					Year 1	Year 2	Total
	Fringe Rate						
PI	28%				\$1,681	\$1,143	\$2,824
Co-PI	28%				\$1,006	\$1,036	\$2,042
GRA	30%				\$7,380	\$2,851	\$10,231
Undergraduate	30%				\$720	\$742	\$1,462
TOTAL FRINGE BENEFITS					\$10,787	\$5,771	\$16,559
III. Travel					Year 1	Year 2	Total
See budget justification					\$3,000	\$3,000	\$6,000

TOTAL TRAVEL	\$3,000	\$3,000	\$6,000
IV. Equipment (N/A)	Year 1	Year 2	Total
TOTAL EQUIPMENT	\$0	\$0	\$0
V. Supplies	Year 1	Year 2	Total
See budget justification	\$7,000	\$4,509	\$11,509
TOTAL SUPPLIES	\$7,000	\$4,509	\$11,509
VI. Contractual	Year 1	Year 2	Total
See budget justification	\$2,000	\$2,000	\$4,000
TOTAL CONTRACTUAL	\$2,000	\$2,000	\$4,000
VII. Other	Year 1	Year 2	Total
Tuition	\$12,368	\$5,328	\$17,696
Participant support costs	\$1,000	\$1,000	\$2,000
TOTAL OTHER	\$13,368	\$6,328	\$19,696
TOTAL DIRECT	\$72,754	\$41,365	\$114,119
INDIRECT 38.00%	\$22,567	\$13,314	\$35,881
TOTAL	\$95,320	\$54,680	\$150,000

IF Including Equipment, please see example:

Equipment

The equipment costs to purchase equipment upgrades to the County Materials Recovery Facility (MRF) is necessary because X.

	Item	Cost
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Year 1	AI/Robotic Sorting	\$600,000
Year 1	Glass Breaker Screen	\$150,000
Year 1	Glass Sorting Equipment	\$100,000
Year 1	Controls and Wiring	\$90,000
Year 1	Supports, Platforms, and Stairs	\$100,000
Year 1	HVAC and Building Modifications	\$44,500
Year 1	Equipment Installation	\$125,000
Year 2	N/A	\$0
Total		\$1,209,500

Equipment installation is characterized as equipment because it is part of the purchase price.

Build America, Buy America Act Compliance: We have confirmed that all iron, steel, manufactured products, and construction materials used as part of the optical sorter is produced in the US.

TOTAL EQUIPMENT: \$1,134,500

Budget Narrative:

TOTAL PROJECT COST: \$150,000 TOTAL EPA FUNDING REQUESTED: \$150,000

I. Senior Personnel:

The PI has requested 0.50 of a month salary for Yr. 1 and 0.33 of a month salary for Yr. 2 with a 3% COLA for Yr. 2. The Co-PI requests for a 0.33 a month summer salary for Yr. 1 and Yr. 2.

	Personnel	Monthly Salary	Percentage	COLA	Total
Year 1	PI	\$12,010	.50		\$6,005
	Co-PI	\$10,889	.33		\$3,593
Year 2	PI	\$12,010	.33	3%	\$4,082
	Co-PI	\$10,889	.33	3%	\$3,701

Other Personnel:

Funds are requested to provide stipend for one graduate student for 16.5 months of the project (1 year and one long semester) and will be co-mentored by the PI and the co-PI. Undergraduate for two months of Yr. 1 and Yr. 2 who will work with the graduate student and the PIs to develop and execute the hands-on activities.

	Personnel	Monthly Salary	Months	COLA	Total
Year 1	GRA	\$2,050	12		\$24,600
	Undergraduate	\$1,200	2		\$2,400
Year 2	GRA	\$2,050	4.5	3%	\$9,502

	Undergraduate	\$1,200	2	3%	\$2,472
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TOTAL PERSONNEL: \$56,355

II. Fringe Benefits:

Fringe benefits (to cover insurances, social security and retirement) are requested at 28% of PI/Co-PI salary and at 30% graduate/undergraduate research assistant salary.

	Personnel	Total Salary	Fringe Rate	Fringe
Year 1	PI	\$6,005	28%	\$1,681
	Co-PI	\$3,593	28%	\$1,006
	GRA	\$24,600	30%	\$7,380
	Undergraduate	\$2,400	30%	\$ 720
Year 2	PI	\$4,082	28%	\$1,143
	Co-PI	\$3,701	28%	\$1,036
	GRA	\$9,502	30%	\$2,851
	Undergraduate	\$2,472	30%	\$ 742

TOTAL FRINGE: \$16,559

III. Travel

Travel funds requested are for trips to XXX, XXX, and XXX. These funds include daytrips and overnight trips. Travel will allow us to complete Tasks (*insert task number or description here*) and the deliverables (*insert deliverables name/number here*).

Purpose	Location(s)	Item	# of Travelers	Rates	Cost
8 day-trips to research XXX: Task 1 and 2	Insert locations here	Mileage	4	\$0.545/mile x 2988 miles	\$1,629
2 overnight trips to conduct XXX: Task 3, Deliverable 1	Insert locations here	Lodging Mileage Per diem	4 4 4	\$91/night x 2 trips (3 rooms) \$0.545/mile x 222 miles x 2 trips \$42/day x 2 days	\$1,092 \$ 242 \$ 336
Conference Task 4, Deliverable 4	To be determined	Lodging Airfare Per diem Registration	2 2 2 2	\$99/night – 3 nights \$475/traveler \$42/day x 3 days \$601 per registration	\$ 297 \$ 950 \$ 252 \$1,202

TOTAL TRAVEL: \$6,000

IV. Equipment
None

V. Supplies

Funds are requested for supplies in the amount of \$7,000 for Year 1 and \$4,509 for Year 2. Supplies will be utilized for Tasks (insert task number or description here) and the following deliverables (insert deliverables name/number here).

Item	Funds Requested
Drawing Paper (\$20/pack of 20 x 30 packs)	\$600
Color for the painting activity (\$14/set x 60 sets)	\$840
Paint brushes (\$7/set x 60 sets)	\$419
White board markers (\$12/dozen x 7)	\$84
Flip charts (\$35 each x 20)	\$700
Lego supplies (\$53/set x 10 sets)	\$530
Supplies to build 3D model watershed (plexiglass, clay, Styrofoam, sprinkling cans - \$725/set x 2)	\$1,450
Livescribe pens and notebook for group discussions (\$126/set x 5)	\$630
3M Petrifilm (\$128/pack of 50 x 2)	\$256
Total	\$11,509

TOTAL SUPPLIES: \$11,509

VI. Contractual

\$2,000/year is requested for a Program Specialist, who will recruit and enroll students for the meetings, summer camps, and clean-up day. The Program Specialist also will do paperwork associated with informed consent of the parents for assessments associated with the various project activities. Contractual support will be utilized for the following Tasks (*insert task number or description here*) and the following deliverables (*insert deliverables name/number here*).

Year 1	Program Specialist	\$2,000
Year 2	Program Specialist	\$2,000
	Total	\$4,000

TOTAL CONTRACTUAL: \$4,000

VII. Other

Tuition requested for Year 1 and Year 2, based on historical data. Participant support of \$1,000 per year has been budgeted, which will be used to cover three students per year to participate in the summer camp, who will play a key role in the conduction of the hands-on meetings.

	Tuition	Participation Support	Total Cost
Year 1	\$12,368	\$1,000	\$13,368
Year 2	\$5,328	\$1,000	\$6,327
Total	\$17,696	\$2,000	\$19,696

TOTAL OTHER: \$19,696

VIII. Indirect

Indirect costs are rate of 38% of the Modified Total Direct Costs (MTDC). The cognizant agency for the F&A rate for the *(insert name here)* is the *(insert name here)*. Indirect does not include tuition and participant support.

	Total Direct Costs	Total Indirect Costs	Total Costs
Year 1	\$72,754	\$22,567	\$95,320
Year 2	\$41,365	\$13,314	\$54,680
Total	\$114,119	\$35,881	\$150,000

TOTAL INDIRECT COSTS: \$35,881

APPENDIX D: Example of Milestones

[Provide a schedule indicating start times and completion dates of significant tasks and responsibilities under your program. The following table is an example of a format applicants may wish to use in listing milestones. Other formats that clearly list the milestones and timelines are also acceptable. The Milestones **should not exceed one page.**]

Timeline and Milestones:

Timeline / Workflow New actions for this Project  Existing program actions into which this project will be incorporated 	Winter 2018	2019												2020								
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Outreach to businesses to participate in Cohorts																						
EcoData Tracking Workshops																						
Cohort site visits + technical assistance/P2 recommendations + assessment for tanks & supplies																						
Permit guidance created																						
BMP toolkits produced (incl. Metrics Calculator)																						
Issue tanks RFP																						
Contracts issued for tanks																						
Permit assistance																						
Training on tracking waste stream impacts																						
Cohort Meetings																						
Cohort tracking and implementation period																						
Asset management training																						
3 training videos; 1 of which will be on side-streaming																						
Reimbursements for tanks																						
Cohort follow-up site visits																						
Green Manufacturing training																						
Results analysis, review, & report writing																						

APPENDIX E: Additional Resources

Applicants may find these resource links useful while researching, writing, or planning proposed projects and are provided as reference information only.

Tools

[Sustainable Materials Management Prioritization Tools](#)

[Waste Reduction Model \(WARM\)](#)

[Greenhouse Gas Equivalency Calculator](#)

[Recycling Toolkit](#)

[Messaging for Behavior Change](#)

[ReFED Insights Engine](#) (Food Loss and Waste)

[\(New\) EPA Wasted Food Scale](#)

[Tools for Preventing and Diverting Food Waste](#)

Sustainable Materials Management

[Introduction](#)

[Circular Economy](#)

[Built Environment](#)

[Food Loss and Waste / Sustainable Management of Food](#)

- [Source Reduction](#)
- [Composting](#)

[Anerobic Digestion](#)

[Electronics](#)

[Textiles](#)